



User Guide for Middle and High School Users

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ScholarTrack Overview

ScholarTrack is the one-stop shop for Hoosiers' state financial aid needs, including the 21st Century Scholars program, Frank O'Bannon Grant and other need- and merit-based financial aid.

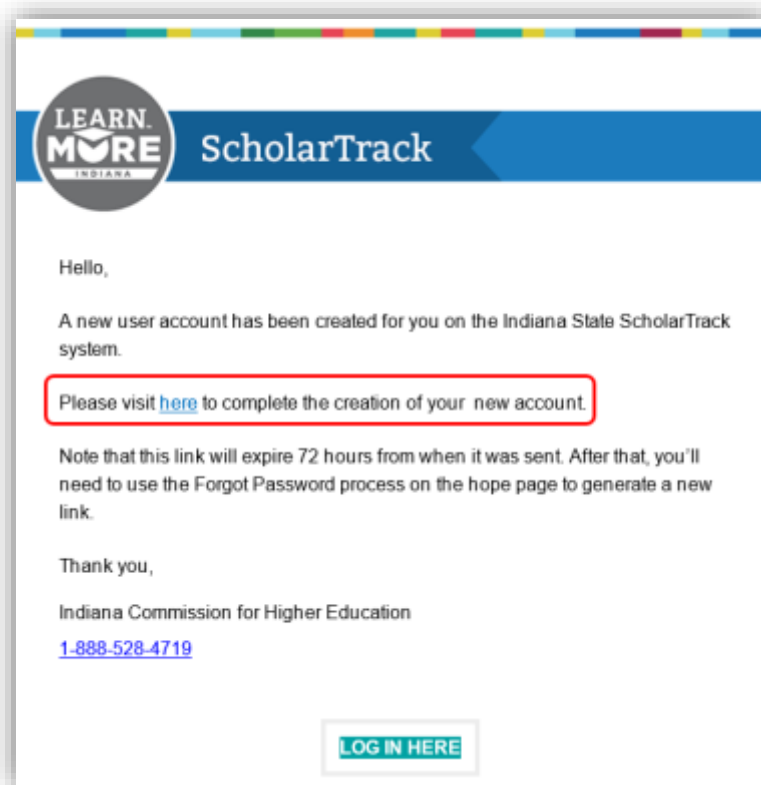
ScholarTrack guides students and families through the process of applying for and maintaining state-based financial aid—beginning as early as middle school and continuing through college completion.

Here is what users can expect with the new and improved ScholarTrack system:

- A unified system for all state financial aid
- Student-focused design
- Streamlined for school personnel
- Easier for colleges
- Designed for security

Account Creation and Setting Your Password

All school principals have ScholarTrack School Admin user accounts and can create new middle and high school user accounts. New middle and high school users will receive an email notification once their ScholarTrack user account has been created. To complete your account creation, click the link in the email to set a password. For questions about Admin access, contact Barbie Martin at BMartin@che.in.gov.



If you do not have a ScholarTrack account or you believe your account permissions are incorrect, please contact us at Scholars@che.IN.gov.

Account Permissions

There are three types of account permissions for middle and high school users in ScholarTrack:

- **School Admin Users**
 - School Admin users can create and approve new school staff and community partner accounts, search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress, report Diploma and GPA information, and pull roster reports
- **School Users**
 - School users can search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress, report Diploma and GPA information, and pull roster reports
- **Community Partners**
 - Community Partner users can search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress and pull roster reports

Logging into ScholarTrack

To log into ScholarTrack, visit www.ScholarTrack.IN.gov. All ScholarTrack users, including students and parents, will log into ScholarTrack using the same login page at www.ScholarTrack.IN.gov.

Your login ID or username is your email address. You create a password when you established your account creation via the email. If you cannot remember your password or want to change your password, click the “Forgot Password?” link and ScholarTrack will send you an email with a link to reset your password.

LEARN MORE INDIANA ScholarTrack

Login

Login ID (Email Address or Scholar ID)

[Change your Login ID \(Students only\)?](#)

Password

[Forgot Password?](#)

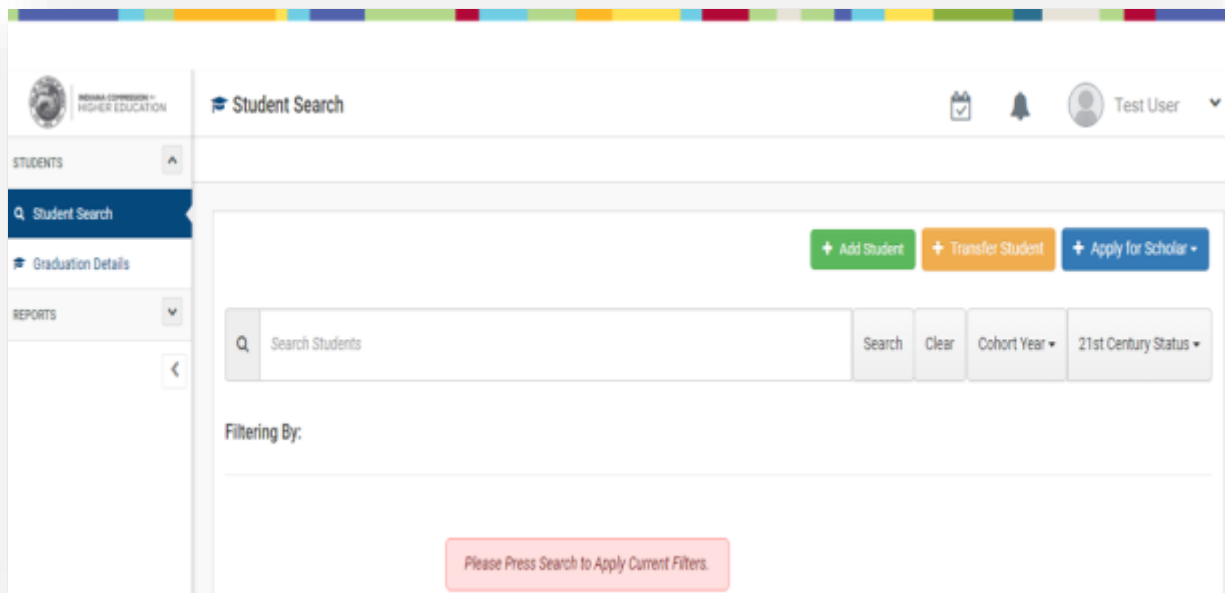
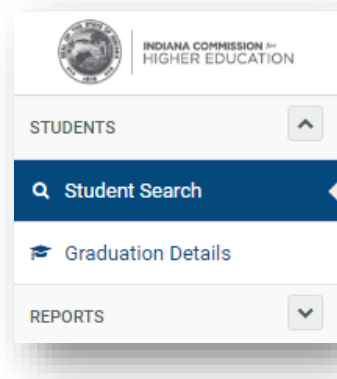
LOGIN

Student Search

After logging into ScholarTrack, users are taken to the “Student Search” page. If you navigate away from this page, you can always return to the “Student Search” page under the “Students” tab of the navigation bar on the left side of your screen.

Searching for a student in ScholarTrack is flexible. To search for a student, type in any combination of:

- First Name
- Last Name
- Date of Birth (MM/DD/YYYY format)
- Full Social Security Number (either ###-##-#### or #####)
- Scholar ID Number
- Email Address
- Phone Number (either ###-###-#### or #####)



You can also refine your search by the following categories:

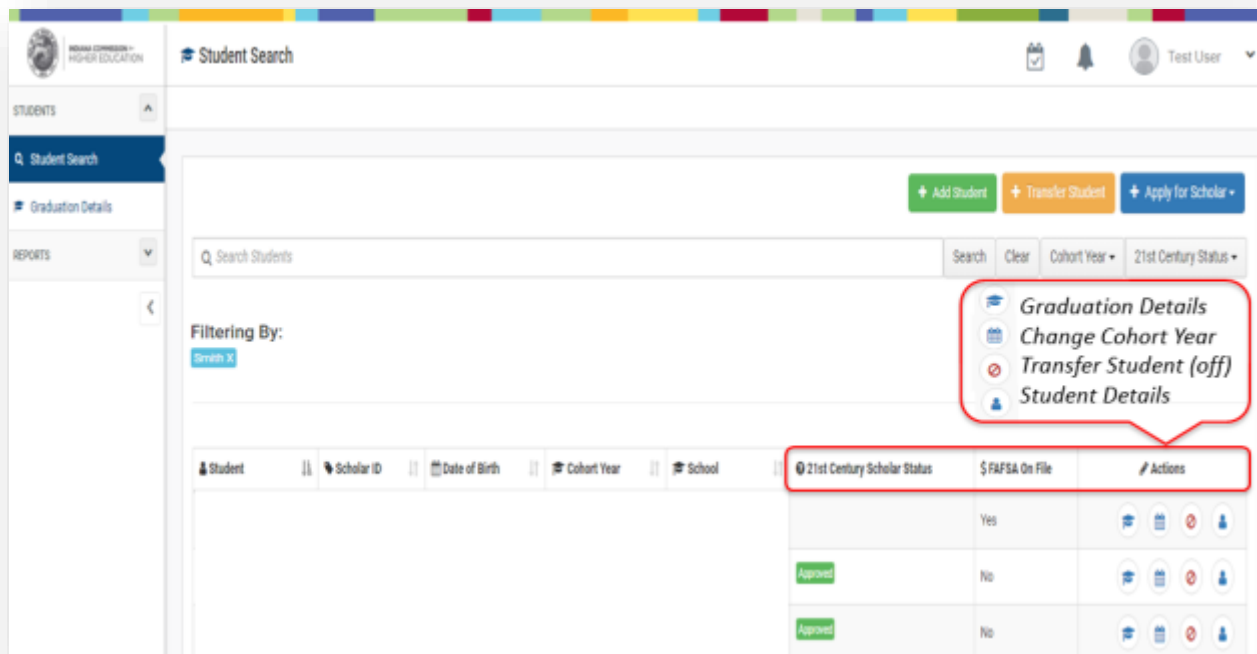
- School (if assigned to multiple schools)
- Cohort Year
- 21st Century Scholar Status

After entering your search filters, hit “Enter” or click the “Search” button on the search box.

Quick Action Buttons

Once you conduct a student search, you will see the following “Quick Action Buttons” to select from:

- Graduation Details (Diploma and GPA Reporting)
- Change Cohort Year
- Transfer Student (off your roster)
- Student Details



Add Student:

To add a student to your school roster, click the green “Add Student” button.

[+ Add Student](#)

A pop-up box will appear and you will enter the new student’s first name, last name, date of birth, cohort year, Social Security Number, and current school. To add a new student in ScholarTrack, a Social Security Number is required.

Transfer Student:

[+ Transfer Student](#)

The orange “Transfer Student” button allows you to transfer (or pull) students already in ScholarTrack onto your school roster.

To transfer a student onto your roster, you will the student’s first name, last name, date of birth, cohort year, and either the Social Security Number OR Student Test Number OR Scholar ID. If the student already exists in ScholarTrack, you will be able to transfer or pull the student onto your school roster.

[+ Apply for Scholar](#)

Enroll a 21st Century Scholar:

[+ Apply for Scholar](#)

Income

Foster Care

Legal Guardianship

The blue “Apply for Scholar” button is how you will submit a 21st Century Scholars application on a student’s behalf.

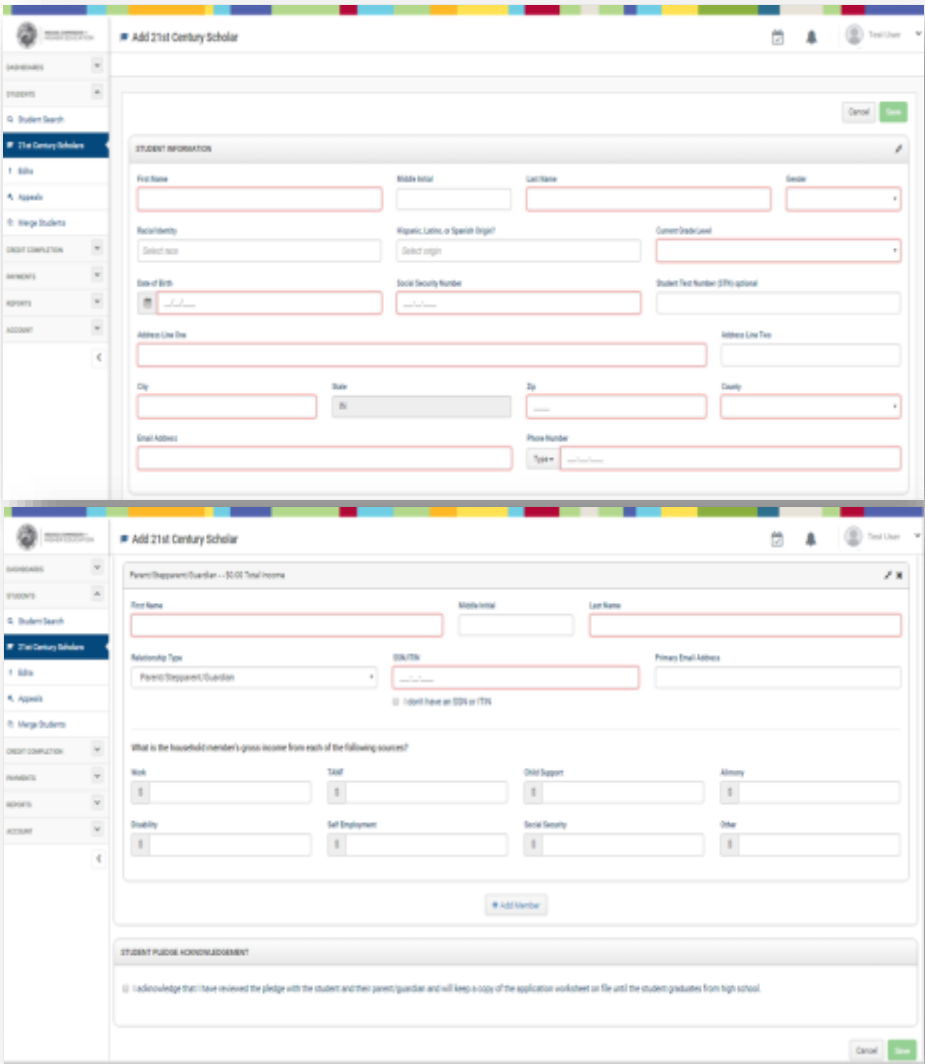
To submit a 21st Century Scholars application, click “Apply for Scholar” then select the application type:

- **Income:** Standard income application
- **Foster Care:** Applications will be pending and required DCS staff approval
- **Legal Guardianship:** Additional supporting documentation is required

21st Century Scholars Application

The 21st Century Scholars application has been streamlined for school users in ScholarTrack. The application aligns with the questions and format on the 21st Century Scholars Application Worksheet.

After you have finished entering the student’s information from the Application Worksheet, you must acknowledge that you have reviewed the Scholar Pledge with the student and his or her parent/guardian. Click the green “Save” button after the acknowledgement. **Note:** For income applications, a pop-up box will appear and you will confirm the total income and household size and you will click “Submit.”



Student Details

The “Student Details” page is where users can view student information, monitor Scholar Success Program (SSP) completion and a student’s appeal status. This is where school users can edit a student’s Graduation Details (Diploma and GPA), Student Test Number (STN), User Account (email address), Mailing Address, Phone Number, School, Cohort Year, and generate a temporary Scholar PIN.

The screenshot shows the 'Secondary School Details' page for a student named Sally Scholar. The page is divided into several sections:

- Student Information:** Scholar ID: 354950, Date of Birth: 09/12/2001, Social Security Number: xxx-xx-5556, STN: 123456789, User Account: sallyscholar@gmail.com, Mailing Address: 101 W. Ohio St., Indianapolis, IN 46204, Phone Number: (317) 317-3171, 21st Century Application: Approved, FAFSA on File: No, Middle School: Carmel High School, High School: Carmel High School, Cohort Year: 2016.
- Scholar PIN:** A511873 (1/22/17 3:47 PM)
- GRADUATION DETAILS:** High School Diploma Type: Core 40 (Final), GPA: 3.3456 (Final).
- 21ST CENTURY APPLICATIONS:** Applicant Type: Income, Date Submitted: 18/1/13, Status: Approved, Type: Income.
- STUDENT SUCCESS PROGRAM:** A table showing requirements and their completion status.
- GUARDIANS:** Test Parent: Approved.
- APPEALS:** No appeals present.

The “**Graduation Details**” widget allows you to view and edit/update a student’s Diploma and GPA. The “**21st Century Applications**” widget displays a student’s application information and status (e.g., date submitted, status and application type). If a student does not have a 21st Century Scholars application on file, it will display “No Applications Present.” The “**Scholar Success Program**” widget displays a student’s progress toward meeting Scholar Success Progress requirements. The status will be either Incomplete or Completed with completion date. The “**Appeals**” widget will display any Student Appeals information and the current status.

Scholar PIN

This screenshot shows the 'Secondary School Details' page for Sally Scholar, focusing on the Scholar PIN field. The Scholar PIN is A511873 (1/22/17 3:47 PM).

An exciting new feature is the ability to generate a temporary Scholar PIN.

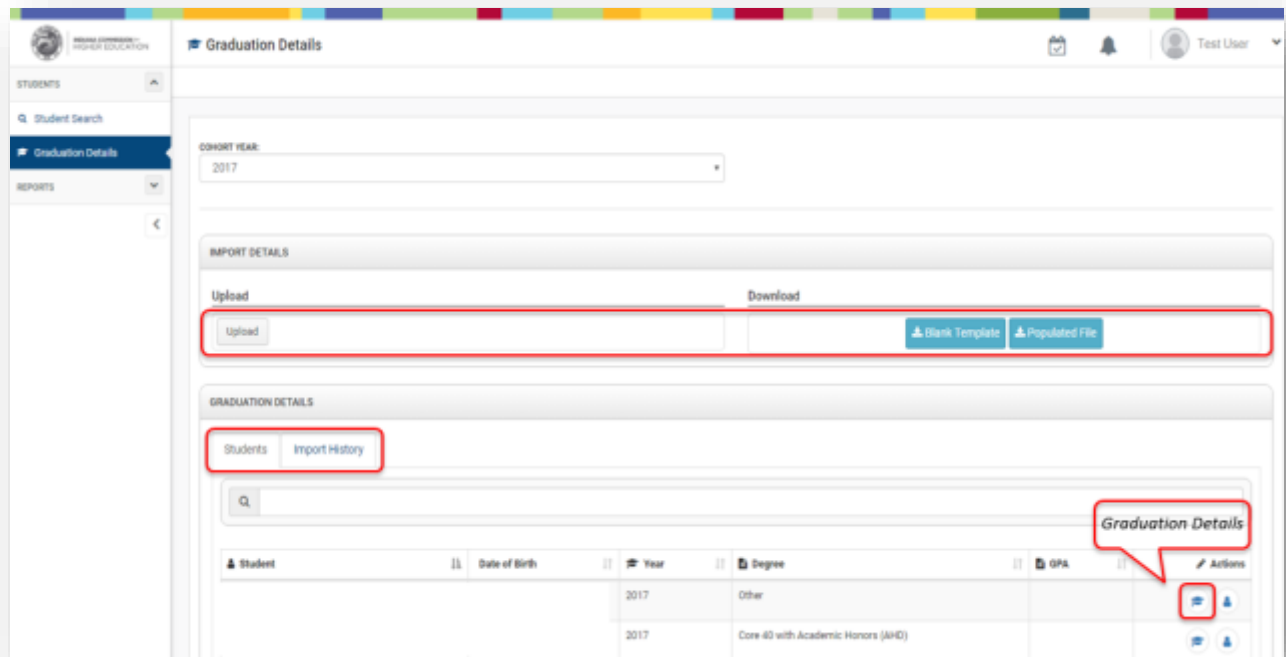
School users and community partners can generate a temporary PIN allowing students to access ScholarTrack with their Scholar ID and temporary Scholar PIN. Pins can be generated via the Student Details page or via the Reports section for “batch” PIN generation. PINS are valid for 48 hours.

Graduation Details

School users can report Diploma and GPA information via the “Graduation Details” section on the left menu. The system will automatically default to the current graduating class (e.g., Cohort 2018, etc.). Schools are provided with two options for reporting academic information:

Individual Student Entry: Schools will click on the Graduation Details “Quick Action” button to report student Diploma and GPA information individually.

Batch Upload: Schools can also download a pre-populated file via the download section and upload a completed student file with diploma and GPA information back into the system.



Graduation Details – Helpful Tips

When downloading the blank template or populated file and adding NEW students (non-21st Century Scholars) to your roster, it is important you do not change or rearrange columns (file headers).

	A	B	C	D	E	F	G	H	I	J	K
1	Scholar ID	First Name	Last Name	Date of Birth	Cohort Year	SSN	21st Century	Degree	Is Degree Final	GPA	Is GPA Final

Be sure all information is included (e.g., name, date of birth, cohort year, SSN and degree information). **Note:** Degree information is the student’s diploma type. **Both Diploma and GPA information must be marked FINAL in order for a State Financial Aid award will be created.**

When listing Diploma information, you must use the following format:

Degree Type

General
Core 40
Core 40 with Academic Honors (AHD)
Core 40 with Technical Honors (THD)
Other

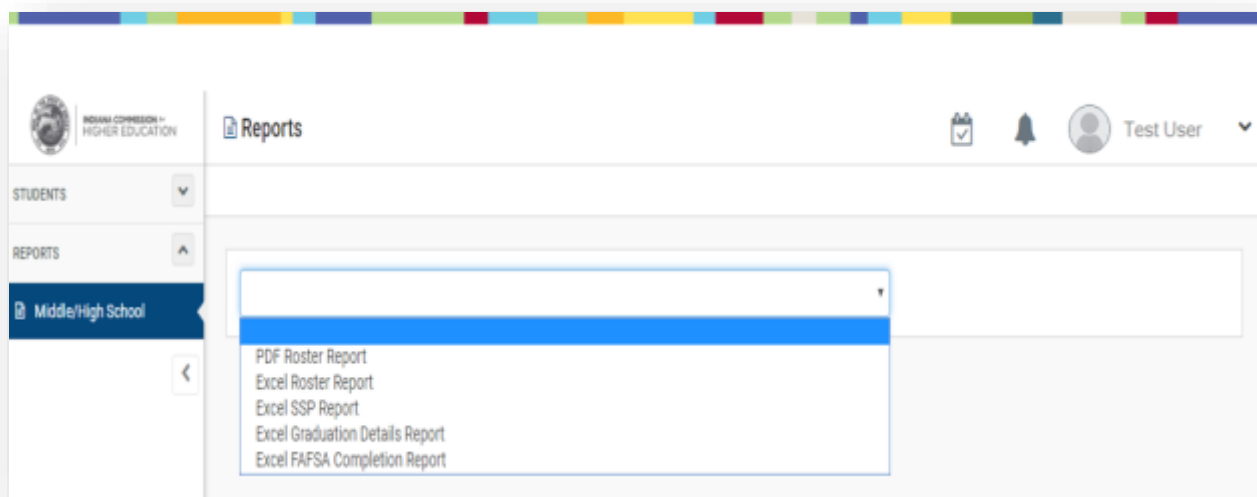
Note: Do not use any other abbreviations when reporting Diploma information. The content must match exactly in order for the system to process.

High School Reports

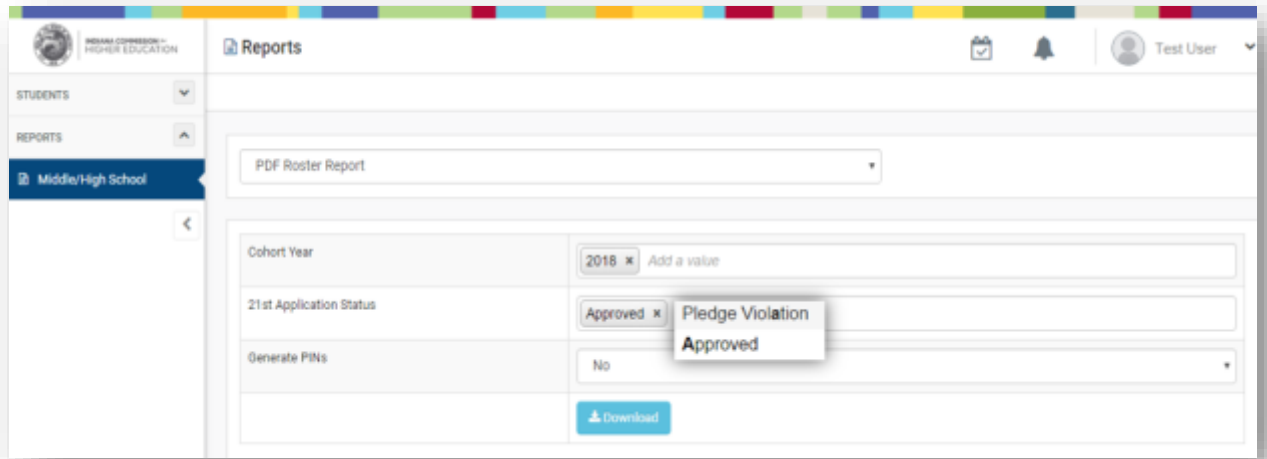
School users can access student rosters and reports, such as: Scholar Success Program Activity Completion, Graduation Details, and more using the “Reports” tab on the left menu.

First, select the type of report you would like to access from the following:

- PDF Roster Report
- Excel Roster Report
- Excel Scholar Success Program (SSP) Report
- Excel Graduation Details Report
- Excel FAFSA Completion Report



After selecting the report, you will choose from a series of filter options. You can filter report information by Cohort Year, 21st Century Scholars Application Status, Generate Temporary Scholar PINS and more.



Help & Support

If you have questions, please contact the Student Support Center or your Regional Outreach Coordinator.

Student Support Center

Phone: (888) 528-4719

Fax: (317) 232-3260

Email: Scholars@che.IN.gov

OUTREACH STAFF

Contact	Position	Contact Information
Student Support Center		(888) 528-4719 Scholars@che.in.gov
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